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COLORADO STATE ARCHIVES - SCHOOL DISTRICT RECORDS
SCHEDULE 1
SCHOOL BOARD RECORDS

General Description: Records generally relating to the elected school board and its members that govern the school district. *The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).*

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

1. **MINUTES OF THE MEETINGS OF THE BOARD OF EDUCATION** that record the issues that come before the board at all official meetings and the board's decisions to these issues.

Retention: Permanent

2. **LEGAL OPINIONS** requested by the Board and supplied by school district counsel or the courts, that provide legal guidance on various matters pertinent to the school district.

Retention: Permanent

3. **CERTIFICATION OF SCHOOL BOARD ELECTION RESULTS** that have been validated and affirmed by the county clerk and record the number of votes each prospective board member or board ballot issue received.

Retention: Permanent

4. **ORGANIZATION AND REORGANIZATION RECORDS OF THE SCHOOL DISTRICT** that may include but are not limited to:

- a. Citizen petitions
- b. Legal descriptions and maps
- c. Requests for exclusion
- d. Mill levy data
- e. Election results
- f. Court orders

Retention: Permanent

5. **BOARD MEETING PACKETS** that include summary and detail information to be considered at the upcoming Board meeting.

Retention: Permanent

6. **BOARD MEETING AGENDAS** that provide the schedule of topics that the Board will consider at each meeting.

Retention: 1 year

7. **SCHOOL BOARD ELECTION RECORDS** that include but are not limited to:

- a. Absentee voter ballots
- b. Election ballots
- c. Voter signature cards
- d. List of registered voters

Retention: 30 days after the election provided the election or the results of it have not been challenged. Should an election be contested all records are to be retained until such time that the appropriate court allows them to be destroyed.

8. **BOARD POLICY AND PROCEDURES MANUAL** that identifies the official district policies and procedures that are to be followed by staff and students

Retention: Permanent

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